

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2014-083 Issue Date: 05-22-14 Closing Date: 05-29-14

**Office Assistant III**  
**CCAP- Camp Chaparral**  
**Department of Health & Human Services**  
**Hourly Wage: \$10.86/Full-Time/Temporary**

The Office Assistant III provides the office support to the Camp Director and staff. Responsible for the preparation of and maintenance of fiscal and programmatic data needed to ensure compliance with respective Yakama Tribal policies and procedures for: Finance, Personnel Payroll and Purchasing, and for the record keeping for USDA. The Office Assistant will communicate on a regular basis with the Bookkeeper.

**Knowledge, Skills and Abilities:**

- Knowledge of modern secretarial practices and understanding and appreciation for the need for bookkeeping and audits.
- Knowledge of Yakama Tribal Policies and Procedures for Finance, Personnel, Payroll and Purchasing.
- Knowledge of Yakama Indian Nation and its people.
- Skills in reading, writing, speaking and mathematical calculations.
- Skill in operating office equipment (typewriter, copier, fax, computer, calculator, telephone)
- Skills in planning and organization.
- Skills in communicating with and working positively with children, and other adults.
- Ability to work longer than eight hours a day and/or on weekends is necessary.
- Ability to improve and find creative solutions in a Camp environment.
- Ability to read and understand complex written and oral instructions.
- Ability to be versatile in providing support and assistance to total Camp staff.

**General Recruiting Indicators:**

- Documented successful completion of two years work experience as an Office Assistant III and/or certificate of diploma in a secretarial or related course of study.
- Enrolled Yakama Preference.
- Must be mature, stable and prudent in action, judgment and behavior.
- Must be alcohol, drug and tobacco-free.
- Must have a Food Handler's card.
- Must have a Valid Washington Driver's license with ability to obtain a Tribal Driver's Permit.
- Required to pass a criminal background check.
- Ability to pass a pre-employment Drug and Alcohol test.